

S-E-C-R-E-T

1 May 1967

MEMORANDUM FOR: Deputy Directors  
Heads of Independent Offices  
Operating Officials

SUBJECT : Financial Agreements with Other Government  
Agencies

REFERENCES : (a)  25X1  
(b)

1. Occasionally, difficulties are experienced as a result of financial commitments made to other U.S. Government agencies without proper internal coordination or policy approval. Recently, there have been instances when commitments to pay for services from other Government agencies, as well as commitments to render services or undertake activities on behalf of other Government agencies, have been made without adequate internal coordination of the policy, technical, and fiscal aspects of such commitments.

2. Most arrangements made with other Government agencies to obtain services (including personal services) or material, or to furnish services or material, are evidenced by a written agreement, contract, purchase order, or letter of intent; and very little difficulty is experienced in administering such formal agreements. Most of the difficulties arise in those cases where the complexity or sensitivity of the arrangements precludes the execution of a formal inter-agency agreement setting forth all the terms and conditions necessary for proper understanding and administration of the agreement. When security or operational considerations preclude definitive formal agreements, an internal memorandum, setting forth the definitive terms of the oral agreement and containing proper approval, shall be made a matter of record and a copy forwarded to the Executive Director-Comptroller. The fiscal aspects of all such agreements should be coordinated with the Director of Finance, who is responsible for insuring that all obligations made to other Government agencies and all receivables due from other agencies are properly recorded in this Agency's accounts; that appropriate reimbursements are made

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4. No Officer of the Agency is authorized to make any financial commitment to another Government agency without first insuring that the terms of the commitment are defined and documented and that it has received proper internal coordination and approval.

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L. K. White  
Executive Director-Comptroller

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